



Client Enrichment Series

Welcome to today's presentation on *Introduction to Furniture Procurement*

The presentation will start at 2:00 PM Eastern Time

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your questions pane. They will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants within 2 weeks.



Client Enrichment Series

Introduction to Furniture Procurement

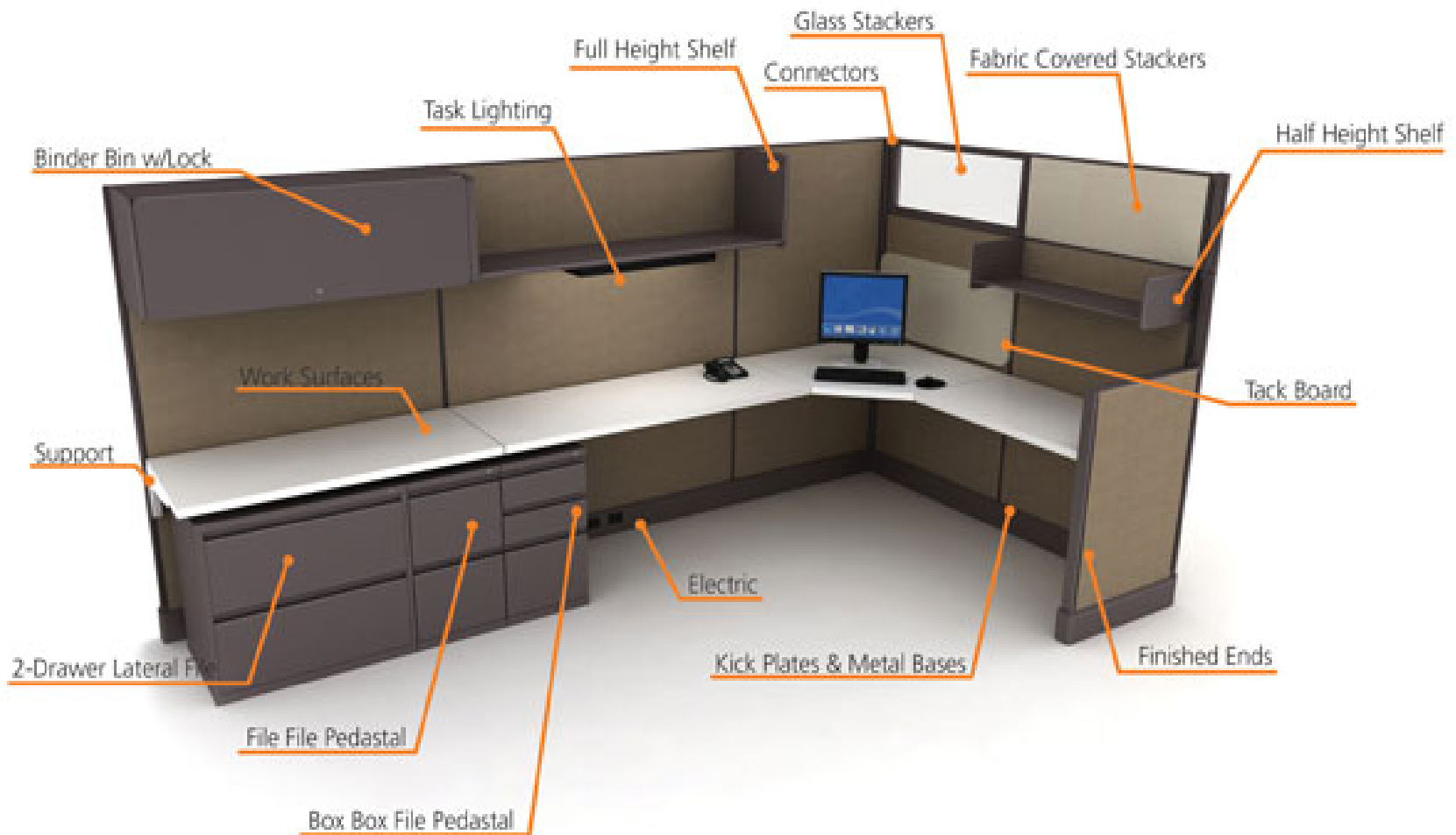
Hosted by: Dawn Warner, Regional Account Manager,
Region 8

Presented by: Dianne Juba, Workplace Strategist, Total
Workplace PMO, GSA

Rahul Asher, Contract Specialist, Integrated Workplace
Acquisition Center, Federal Acquisition Service



Workplace Furniture Design Options



The “Less Is More” Trend

Less components, less space, less money



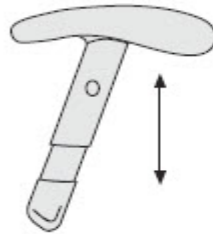
Task Chair Features

- **Castors – plastic or chrome**
- **Seat Height**
- **Arm Height**
- **3-way vs. 4-way pivot**
- **Adjustable back height**

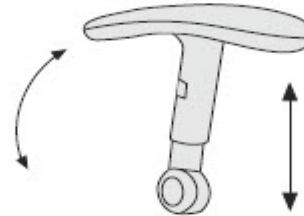


Task Chair Arms and Base

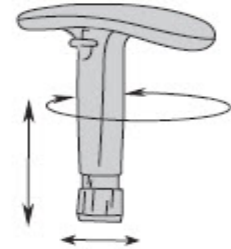
3-way or
4-way pivot
feature



-38A4 ● Height Adjustable Arm



-39A4 ● Height Adjustable and Roll Back Function



-18A4 ● Full Function. Adj. Arm with PU Pad

Plastic or
aluminum
base



Standard Nylon Base



Polished Aluminum Base

Work Surfaces

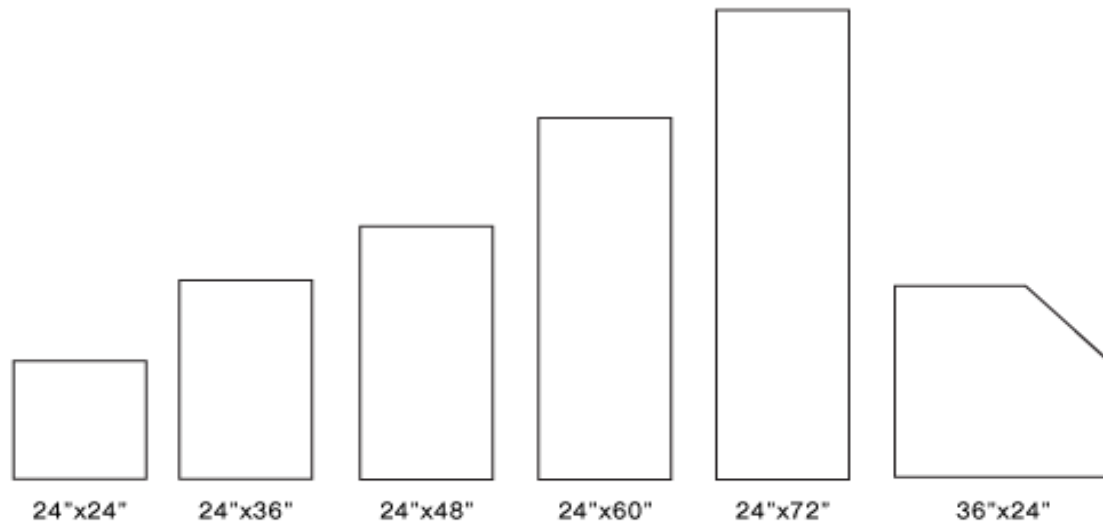


Free standing



Panel supported

Work Surfaces



Various sizes

Work Surfaces



Desktop power

Work Surfaces



Edge-banding options



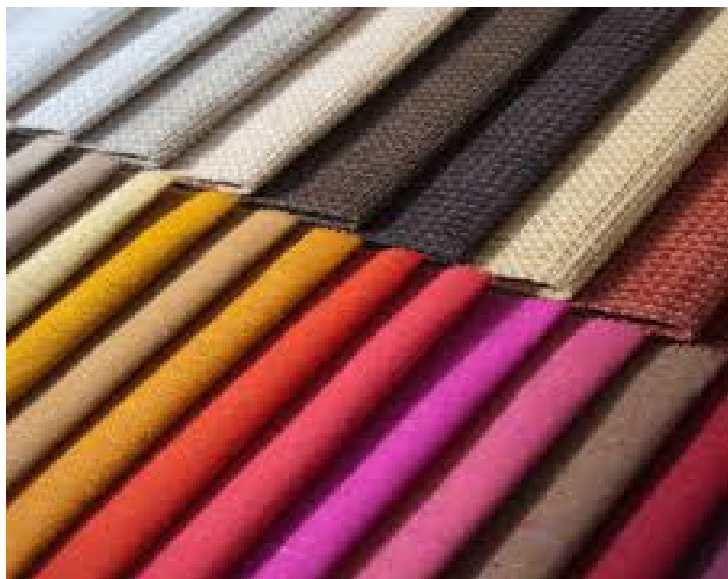
Solid or wood laminate
or textured

Acoustical Panels

Segmented vs. Monolithic



Panel Fabric Options



Workstations

Adjustable Height Work Surfaces



Workstation Accessories



Keyboard Trays



Monitor Arms



Task Light



Paper Management

Panel Heights



Collaborative 36-42" Seated Privacy 54-60" Standing Privacy 65-80"

Low Storage

- Stationery pedestals
- Mobile pedestals
- Pedestal with cushion
- Bench storage
- Lateral files
- Bookshelves



Overhead Storage Options

1. Sliding doors
2. Open Box
3. Horizontal hinged



Questions?

Furniture Procurement



Agenda

- GSA Integrated Workplace Acquisition Center (IWACenter) Background
- Furniture Solutions through GSA Multiple Award Schedules (MAS)
 - BPAs
 - Set-asides
- National Stock Number Program (NSN)
- Streamlining Furniture Acquisitions
- Furniture Acquisition for the Future...

GSA IWACenter Background

- Located in Philadelphia, PA
- Manages approximately 2,000 contracts for products/services worldwide
- Schedule Sales FY14 approximately \$2 Billion
- Professional staff with furniture and furnishings who have technical, contracting, advisory and business development expertise

GSA IWACenter Background

IWACenter Schedules:

71 – Furniture

36 – Document Management, Copiers, Office Equipment

58 I – Profession Audio-Visual Equip., TVs, DVD players, etc.

71 II K – Comprehensive Furniture Management Services

72 – Furnishings and Floor Coverings

78 – Sports and Fitness Equipment; Promotional Items

Website – www.gsa.gov/furniture

Furniture Solutions Through GSA Schedules

- GSA Schedules offer a full range of interior design, furniture, and furnishing products
 - GSA Schedule 71 – Furniture
 - GSA Schedule 71 IIK – Comprehensive Furniture Management Services (CFMS)
 - GSA Schedule 72 – Furnishings and Floor Coverings

- Creative GSA Schedules options
 - Blanket Purchase Agreements (BPAs)
 - Small Business Set-Asides

GSA Schedules – Blanket Purchase Agreements

- Federal Acquisition Regulation (FAR) 8.405-3 - ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract.
- Simplifies recurring needs procurement for supplies and services.
- Leverages ordering activities' buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.
- Contractual terms and conditions are contained in GSA Schedule contracts - no need to re-negotiate for GSA Schedule BPAs.

GSA Schedules – Blanket Purchase Agreements

➤ Single or Multiple Award BPA for furniture?...

- Strong opinions on both sides!
- Perceived benefits of single-award BPA
 - Standardization
 - Inventory minimization
 - Ordering ease/communications
- Perceived benefits of multiple-award BPA
 - Small business engagement
 - Performance risk mitigation through redundancy
 - Incentivizes favorable pricing/performance

GSA Schedules – Small Business Set-Asides

- **Authority is new!**
 - Interim rule (November, 2011) amends FAR 8.4 to allow for set-asides when placing new orders/BPAs
- **Agencies may set-aside Schedule orders for any socioeconomic programs**
 - SDVOSB, women-owned, HUBZone, etc...
- **Not required**
 - Up to ordering CO to decide whether to set-aside
- **Word of caution – The Non-Manufacturer Rule (NMR) applies**
 - Small businesses performing under a set-aside must provide products from small business manufacturers

Furniture Solutions Through National Stock Number Program (NSN)

- Established requisitioning solutions under GSA Global Supply for multiple furniture product lines
 - General and executive office furniture
 - Dorm and quarters/Industrial furniture
- BIG advantage - contracts were competitively awarded. No further market research or competition is required before ordering.
- Order through GSA Advantage.
- More info/list of products: www.gsa.gov/furniturensn

Streamlining the Furniture Buying Process

- **Tip #1 – Simplify the Evaluation Criteria and Technical Specs!**
 - Inform industry to provide only exactly what is requested

Streamlining the Furniture Buying Process

- **Tip #2 – Encourage Dialogue During RFQ Process**
 - During RFQ period, encourage industry to ask questions, especially regarding unduly restrictive and/or ambiguous requirements

Streamlining the Furniture Buying Process

- **Tip #3 – Award on Initial Quotes**
 - Inform industry on intent to award on initials, and advise them to provide most competitive price and technical quotes up front

Streamlining the Furniture Buying Process

- **Tip #4 – Find Creative Solutions for Non-Schedule Items**

- Alternatives

- Work with GSA Schedule Procurement Contracting Officer (PCO) to add items to Schedule before RFQ closes
 - Team with an MAS Schedule provider that has the item available under their Schedule
 - Buy off Schedule items separately

Streamlining the Furniture Buying Process

- **Tip #5 (Bonus) – Never forget that buying furniture in Government is deceptively challenging.**

—“My only advice is to stay aware, listen carefully and yell for help if you need it.”

- Judy Blume

Furniture Acquisition for the Future...

- **Furniture in the Age of Mobile Work**
 - The challenge - Shrinking budgets, smaller federal real estate footprint, space sharing, increasing reliance on telework...
- **Environmental Considerations**
 - Recovered materials for items designated by EPA
 - Greenguard™ or brand-equal certified furniture
 - BIFMA™ Sustainability standard
 - Environmental considerations as best value evaluation factor

Questions?

Thank you for joining us today for a discussion on Introduction to Furniture Procurement

- **Future sessions**
- March – Introduction to Requirements Development
- April – Introduction to RWAs and eRETA

www.gsa.gov/ces

ClientEnrichmentSeries@gsa.gov

- May – Introduction to Project Management
- June – Introduction to Leasing
- July – Advanced Topics in Leasing
- **TODAY – Introduction to Furniture Procurement**

www.gsa.gov/ces

ClientEnrichmentSeries@gsa.gov